## One Time Set Up to run Time Log Reports

### Log into Tk20

Tk20" by Watermark"

	$\equiv$		
HOME	~ <		
MESSAGES	>	RECENT MESSAGES	
TASKS	>		
TIME LOGS		Name	
PREFERENCES	>	There is no data to display.	
DOCUMENT ROOM	>		
REPORTS		PENDING TASKS	
ADVISEMENT	>		
COURSES	>	Name	Туре
FACULTY QUALIFICATIONS	>	There is no data to display.	
FIELD EXPERIENCE	>		
PORTFOLIOS	>	NEWS	

#### Click on the REPORTS menu tab

HOME	
DOCUMENT ROOM	Reports
REPORTS	REPORTS
ADVISEMENT	
COURSES	

### Select TIME LOG 002: TIME FORM RESULTS

orts			
EPORTS			
+ Create New Report			
i / 41 🖕 🜣			
☐ Title ▲	Type ▽	Location(s)	Access S
Time Log 002: Time Form Results	Core NG	Reports	Faculty, l

Reports  $\rightarrow$  Time Log 002: Time Form Results

#### TIME LOG 002: TIME FORM RESULTS

#### > Previously Saved Report Parameters

✓ Administrative Filters

Include organizational security:	O Yes	
	O No	
Include User Group Filter?	O Yes	
	O No	
Include User Group Filter?	O Yes	
	O No	
Include Campus:	O Yes	
	O No	
Include State:	O Yes	
	O No	

# Bypass this section.

#### ✓ Required and Recommended Filters

Organization(s):*		(28) selected	
organization(s)		(20) Selected	
Form Active Status:*	Select All	Select All	
Time Log Form:*		Time Log Activity   Active	
Time Log Form Instance:*	Select All	Time Log Activity   Active	
Time Log Templates:* Sele	ect the Program	Spring 2023 Multiple Subject Time Log   Active	Will need to be
Time Log Entry Date Range(From)	<del>.</del> *	01/01/2023 🔳 Enter Semester Start Date	updated each
Time Log Entry Date Range(To):*		07/01/2023 Enter Semester End Date	semester.
Form Completed By:*	Select All	Select All	
Time Log Entry Status:*	Select All	Approved, Not Submitted, Pending Approval, Rejected	
Programs:*	Select All	(181) selected	
Campus:*		None selected	
State:*		None selected	
		None	
		None	
- <del>User Group:*</del>		Please select	
- <del>User Group:*</del>		Please select	

<ul> <li>✓ Additional Filters</li> </ul>		Bypass this section if you
Student PID:		want the report to include
Student Last Name:	berryhill	all students.
Student First Name:	nathan	or enter student's name and/or ID#
> Additional Filters		
✓ Report Display Options		
Include prepared on date stamp:	Ves No	Bypass this section.
Include prepared by user:	<ul><li>Yes</li><li>No</li></ul>	
Generate	Save Report Parameters Cancel	Click on SAVE REPORT PARAMETERS

Scroll up to SAVE REPORT PARAMETERS. Enter a TITLE. Click on GENERATE

Reports >> Time Log 002: Time Form Results		
TIME LOG 002: TIME FORM RESULTS	Save Report Parameters	< 1
> Previously Saved Report Parameters	Report parameters title:*	
Any title will work (e.g., Spring 2023)	Generate <u>Cancel</u>	-
	Yes No	

## Tk20 will begin GENERATING REPORT



### This report is at the DATA DISPLAY tab

Reports > Time Log 002: Time Form Results

TIME LOG 002: TIME FORM RESULTS			Ø.
Parameters			Thursday, March 16, 2023 02:50 PM   Prepared by Laura Rabago
	Analytic Display	Data Display	
			Share Export

### You should see data at this point.

Time Log Entry From Time Log Entry To Student Last Name 🛦 Student First Name Student PID Time Log Entry Date Time Time Time Total Hours Description Category Activity	IE LOG 002: TIN	IE FORM RESULTS									
Image: Student Last Name A Student First Name       Student PID       Time Log Entry Date       Time Log Entry From Time Log Entry To       Time Log Entry To       Time Log Entry To       Time Log Entry From Time	arameters								Thursday, March 16,	2023 02:50 PM   Prepo	ared by Laura i
Student Last Name       Student First Name       Student PID       Time Log Entry Date       Time Log Entry From       Time Log Entry To       Total Hours       Description       Category       Activity         Berryhill       Nathan       300077376       01/13/2023       7:15 am       11:00 am       3.75       I subbed for a half day for my merina worke on moring work together, and then they worked on reading and math independentive hybroghout the day, and l answered       Student Teaching       Student	•				Analytic Display	Data D	isplay				Edit colur
Student Last Name & Student First Name       Student PID       Time Log Entry Date       Time       Time       Total Hours       Description       Category       Activity         Berryhill       Nathan       300077376       01/13/2023       7:15 am       11:00 am       3.75       I subbed for a half day for my mentor teacher. We worked on morning work together, and then independently throughout the day, and I answered whatever questions       Student Time Log											
for my mentor teacher. We worked on morning work together, and then they worked on reading math independently throughout the day, and l answered whatever questions		Student Last Name 🔺	Student First Name	Student PID	Time Log Entry Date			Total Hours	Description	Category	Activit
	]	Berryhill	Nathan	300077376	01/13/2023	7:15 am	11:00 am	3.75	for my mentor teacher. We worked on morring work together, and then they worked on reading and math independently throughout the day, and I answered whatever questions	Student Teaching	Studen

Show: 100~ of 19

The report includes the following columns. Much more than is needed. You can eliminate items based on your needs.

To deselect columns click on EDIT COLUMNS (This is only necessary one time and can be changed at any time.)

	Analytic Display	Data Display			
E alta					Edit columns
Ean	t columns				
	ch columns would you like		data table?	_	
	Student Last Name	Z	lipcode	dica	Do you have an identified ability?
	Student First Name		Country		-
$\checkmark$	Student PID	P	Phone		Time Log Entry Date
	Role	R	Record Source		Time Log Entry From Time
	Additional Role(s)	P	Program	~	Time Log Entry To Time
	Username	N	Najors		Total Hours
	Password Confirmation Ema	ail 🗖 N	<i>/</i> linor	v V	Description
	Race	A	Advisor Name		Category
	Ethnicity	N	<i>Matriculation</i>		Activity
	Gender	A	Attending Status		Entry Status
	Military Branch		Iassification		Status Update Date
	Date Of Birth	Y	′ear		Reviewer Email
	Campus		Cumulative GPA		Submitted for Review Date
	E-Mail		Current Term GPA	V	Form Title
	Phone		itudent Details		Form Instance
	Primary Language		Credential Program Type		Time Log Template
	, , ,		0 ,1	$\checkmark$	Role Completing Form
	Disk Space		Highest Degree Previously Earned		Placement Activities
	Account Expiration Date		Candidates Language of Origins	•	Click on the green +, then select an
	Religious Affiliation	11	f NOT a Native English speaker is your first language?		vity and enter time spent on that vity. (Note: Make sure to enter your
	Scholarships	If	f NOT a Native English speaker	univ	versity coach's email address in the
	Other Languages	rate y	our language proficiency:		iewer Email question under "Activity ails" tab.)
	Account Status	E	Inglish	$\checkmark$	Activity
	Address	E	nglish :- value	$\checkmark$	Time Spent
	Туре	N	lative Language	$\checkmark$	Substitute Reflection: Upload a
	City	N	lative Language :- value		stitute teaching reflection every
	State				e you substitute if you want to eive clinical practice credit.

# To Download your Report

Analytic Display	Data I	Display
Time Log Entry Date	Time Log Entry From Time	Time Log Entry To Time
		Time Log Entry From

### Your report will look similar to this:

					Time	Log 002: Ti	ime Form R	lesults							4		
Form Act	i Select All		_														
Time Log	Time Log	Activity   Active															
		Activity   Active															
		23 Multiple Subject	Time Log	Active, Spr	ing 2023 Sir	ngle Subie	ct Time Lor	z   Active. S	Spring 2023	Special Ed	ducation/Du	ual Time Lo	g   Active	•			
	101/01/202				0			, , , .									
	107/01/202																
	n Select All																
		l, Not Submitted, Pe	ending App	roval. Reie	cted												
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Majors:	None		_	-													
•	Laberryhill		_	-			-										
	Finathan		-	-													
									Thursday, N	March 16.	2023 02:50 P	M   Prepar	ed By Lau	ira Rabago	)		
tudent I	Student F	Student P Time Lo	g I Time Log	I Time Log	Total Hou	Descripti	o Category						•	-		Role Com	Placemen C
	Nathan	30007737601/13/2							Not Subm	•					Spring 202		
, Berryhill	Nathan	300077376 01/17/2							Not Subm		-		-	-	Spring 202		
	Nathan	300077376 01/23/2		2:45 pm					Not Subm		•		-	-	Spring 202		
	Nathan	300077376 01/24/2		2:45 pm					Not Subm		-		-	-	Spring 202		
	Nathan	300077376 01/25/2	02 7:15 am	2:45 pm	7.5				Not Subm		•		-	-	Spring 202		
	Nathan	300077376 01/30/2			7.5				Not Subm		•		-	-	Spring 202		
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· ·		3000//3/601/31/2							INOL SUDITI			1					
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### To sort the data make sure to delete the top criteria rows:

					Time	e Log 002: T	ime Form F	Results								
Form Act	i Select All															
		Activity   Active														
		Activity   Active														
		23 Multiple Subject T	imetorl	Active Spr	ing 2023 S	ingle Subie	ct Time Lo		Spring 2023	Snecial F	ducation/Dua		) )			
	101/01/202		inc cos I	Active, opr	118 2023 3	ingre odbje	et mile eoj	s l'Active,	Spring 2023	opeciare		Thine Log   Active				
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	Select All															
		, Not Submitted, Per	nding App	roval Reier	rted											
		Ed-Teacher Prep-130				3010285 40	ricultural	Science-13	0322MS Ag	ricultural	Science-D130	322MS *Animal Se	ionco-131	318MS Anim	al Sci-Livestock M	Agt_1
Majors:		cu reacher Prep-150	20303, Ag	incurrent b	usiness-1.	5010203, Aş	ricultural	Jorence-10	OJEENIS, Ag	ricultural	Jorenne-F130	Szzins, Anna S	1010-101	Junio, Ann	aroci Ervestock m	.S1.
Majors:																
	berryhill															
Student F																
Stutenti	mathan								Thursday, I	March 16	2022 02-50 DM	1   Prepared By La	ura Pabago			
Student I	Student E	Student P Time Log	TimeLog	Time Log	Total No.	u Doccrinti	Category	Activity				Ibmittec Form Title			Polo Com Placomo	on Cli
Berryhill		30007737601/13/202							Not Subm					Spring 202 S		
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Berryhill		30007737601/24/202			7.5				Not Subm				-	Spring 202 S		
Berryhill		30007737601/25/202			7.5				Not Subm			-	-	Spring 202 S		
Berryhill		30007737601/30/202			7.5				Not Subm			-	-	Spring 202 S		
Berryhill		30007737601/31/202			7.5				Not Subm			-	-	Spring 202 S		
Berryhill		30007737602/01/202			7.5				Not Subm					Spring 202 S		
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Berryhill		30007737602/08/202			7.5				Not Subm					Spring 2025		
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Berryhill		30007737602/14/202			7.5				Not Subm					Spring 2023		
Berryhill		30007737602/13/202			7.5				Not Subm					Spring 2025		
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Berryhill		30007737602/22/202			7.5				Not Subm					Spring 2025		
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Berryhill	Nathan	30007737603/03/202	2 7:15 am	2:45 pm	1.5	covered	student T	student	Not Subm	03/15/202	uansiiva@	l ime Log	i ime Log	Spring 202 S	tudent	

## Running additional reports on a single student

Reports  $\rightarrow$  Time Log 002: Time Form Results

TIME LOG 002: TIME FORM RESULTS

Para	meters	
<	Ð	

# Click on Parameters and scroll down to ADDITIONAL FILTERS

TIME LOG 002: TIME	FORM RESULTS			Form Completed By:*	Select All	~	
Parameters				Time Log Entry Status:*	Approved, Not Submitted, Pending Approval, Rejected	~	
< 0				Programs:*	(181) selected	~	
				Campus:*	None selected	~	
	Student Last Name 🔺	Student First Name	Stud	State:*	None selected	~	l Hours
	Berryhill	Nathan	3000	Majors:*	None	~	
				Majors:*	None	~	
				User Group:*	Please select	~	
				User Group:*	Please select	~	
				ADDITIONAL FILTERS			
-	Berryhill	Nathan	3000	Student PID:			
Ente	r student's	name		Student Last Name:			
and/or ID# and click on				Student First Name:			
	UPDATE.				Updat	te <u>Cancel</u>	

REPEAT for each individual student.

The next time you log in all that is needed is the following:

Select TIME LOG 002: TIME FORM RESULTS

EPORTS			
+ Create New Report			
• • • • •			
☐ Title ▲	Type ⊽	Location(s)	Access

Bypass all sections and click on GENERATE. *If needed, under ADDITIONAL FILTERS make sure to clear the individual student information if running an all student report.* 

Generate	Save Report Parameters	<u>Cancel</u>

Or enter individual student name and/or ID# under ADDITIONAL FILTERS

Click on GENERATE

G	enerate	Save Report Parameters	<u>Cancel</u>

Note: If you don't enter an individual name the report will include <u>ALL</u> student's timesheets for the program you selected.